

# Sample Social Media Policy

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, micro blogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

1. Employees need to know and adhere to the company's code of conduct, employee handbook, and other company policies when using their social media account.
2. Employees should be aware of the effect their actions may have on their images, as well as on the company's image. The information that employees post or publish may be public information for a long time.
3. Employees should be aware that company may observe content and information made available by employees through social media.
4. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to the company, its employees, or customers.
5. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
6. Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Human Resources Department and/or supervisor.
7. Social media networks, blogs, and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized company spokespersons.
8. If employees encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
9. Employees should get appropriate permission before referring to or posting images of current or former employees, members, vendors, or suppliers. Additionally, employees should get appropriate permission to use a third

